

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
THURSDAY, JULY 10, 2003
8:15 A.M.**

Commissioners Present: Bernie Heier, Chair
Ray Stevens, Vice Chair
Larry Hudkins
Bob Workman
Deb Schorr

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Bruce Medcalf, County Clerk
Trish Owen, Chief Deputy County Clerk
Ann Taylor, County Clerk's Office

The Chair opened the meeting at 8:19 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JUNE 26, 2003

Kerry Eagan, Chief Administrative Officer, asked that Item 13A be corrected to read as follows:

Eagan said Sinclair Hille & Associates Inc. will pay bills relating to the door frame problem directly and will not bill the County.

MOTION: Workman moved and Stevens seconded approval of the Staff Meeting minutes of June 26, 2003, with that correction. Hudkins, Stevens, Heier, Workman and Schorr voted aye. Motion carried.

2 ADDITIONS TO THE AGENDA

- A. Hiring Request from County Attorney (Exhibit A)
- B. Comprehensive Plan Amendment Procedure

MOTION: Stevens moved and Hudkins seconded approval of the additions to the agenda. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

3 COMMISSIONER MEETING REPORTS

- A. Railroad Transportation Safety District (RTSD) - Hudkins, Stevens, Schorr

Stevens said the budget was adopted, noting that the RTSD is seeking the maximum amount under the 15 cent lid.

- B. Families First & Foremost (F³) Conveners - Schorr

Schorr said the revised budget was approved.

- C. Public Building Commission (PBC) - Hudkins, Workman

Workman said security measures for the parking facility underneath the County-City Building were discussed. He said the PBC also approved placement of elected officials' portraits in the public area of the County-City Building.

The Board discussed the offer from Dingwell Photography to provide photography services at no charge to the County and a discount on custom framing in exchange for signage identifying the studio.

Hudkins said the PBC has prohibited signage identifying the photographer in joint space or public areas, limiting credit to the studio name in the bottom corner of the portraits. Signage would be permitted if the portraits are hung in office space. He noted that the City has a photographer on staff that it plans to use.

MOTION: Workman moved and Hudkins seconded to utilize the services of the City's photographer. Hudkins and Workman voted aye. Stevens, Schorr and Heier voted no. Motion failed.

MOTION: Stevens moved and Schorr seconded to proceed with the offer from Dingwell Photography and to decide placement of the portraits.

AMENDMENT: Hudkins offered an amendment to place individual portraits of the County Commissioners in the County Board Offices and to place portraits of the other county elected officials in their offices.

Cori Beattie, County Board Administrative Secretary, appeared and said Dingwell Photography may want to rescind its offer if the studio is not credited and the portraits are not hung in public areas.

The amendment failed for the lack of a second.

ON CALL: Stevens, Schorr and Heier voted aye. Hudkins and Workman voted no. Motion carried.

Board consensus was to send the request back to the PBC.

D. Monthly Meeting with Mayor - Heier, Stevens

Heier said the gasoline tax was discussed.

E. Budget Monitoring Committee - Hudkins, Stevens

Hudkins reported review of the budget.

F. Board of Health - Hudkins

Meeting was cancelled.

4 BUDGET WORKING SESSION - Dave Kroeker, Budget & Fiscal Officer

Dave Kroeker, Budget & Fiscal Officer, gave an overview of the following (Exhibit B):

* Lancaster County Property Tax Requirement, Estimate as of 7-8-03 (Does Not Include Bryan Hospital Claim)

Discussion took place relative to the Board's expectations regarding the tax rate.

* Health & Human Services (805)

* General Government (612)

* Public Building Commission FY04

Brief discussion took place on whether to charge for parking.

MOTION: Hudkins moved and Schorr seconded to continue to charge departments for parking for a period of one year. Hudkins, Schorr, Heier and Workman voted aye. Stevens voted no. Motion carried.

* Lancaster County Status of Outstanding Series Bonds at 6-30-03

* Lancaster County Nebraska, General Obligation and Refunding Bonds, Series 2003, Refunding of Outstanding Series 1994, 1995 and 1995B Bonds on 10-01-03 and \$900,000 of New Money - Rates as of 07-03-03 (Sources & Uses, Debt Service Schedule and Debt Service Comparison)

* Lancaster County Agricultural Society, Capital Spending Budget Worksheet, 2003-2004

NOTE: The Board will hold a public hearing on the County Budget at 7 p.m. on August 12, 2003. A summary of the budget will be posted on the Internet website and details will be available in the County Clerk's Office.

5 BOARD OF EQUALIZATION REFEREE PROCESS - Trish Owen, Chief Deputy County Clerk

Trish Owen, Chief Deputy County Clerk, reported that 6,313 property valuation protests were filed this year, the final referee hearing will be held on July 16, 2003 and Board of Equalization Hearings will begin on July 14, 2003.

6 REVIEW OF PURCHASING POLICIES (LB 41) - Kathy Smith, Assistant Purchasing Agent

Kathy Smith, Assistant Purchasing Agent, said LB 41 increased the minimum bids and purchase amounts required for purchases of personal property or services by the County Board or Purchasing Agent. She asked whether the Board wants to maintain its current policies of requiring informal bids if the purchase is estimated to be \$1,000 or more and formal bids if the purchase is estimated to be \$10,000 or more, or to increase them to the statutory amounts (\$4,000 for informal bids and \$20,000 for formal bids).

Eagan noted that the amount for purchases in the open market (three informal bids not required) has also been increased from \$2,500 to \$5,000.

MOTION: Workman moved and Hudkins seconded to continue present policies. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

The Board directed Eagan to send a letter to departments informing them of the Board's action.

7 TRANSPORTATION ENHANCEMENT PROGRAM APPLICATION (JAMAICA NORTH TRAIL) - Terry Genrich, Parks & Recreation Natural Resources Manager

Terry Genrich, Parks & Recreation Natural Resources Manager, gave an overview of a project to develop a portion of the abandoned Union Pacific Railway corridor into the Jamaica North Trail (total project cost estimated to be \$923,861). Lancaster County will provide \$100,000 and will be applying for \$500,000 in Enhancement Funding for the project. The City will provide \$100,000 of railbanked value as cash match and the Great Plains Trail Network will provide \$277,940 and an additional \$45,921 worth of in-kind services.

In response to a question from Stevens, Genrich said the project should not impact the West Bypass.

MOTION: Stevens moved and Hudkins seconded to authorize the Chair to sign an Intent-to-Apply Form for the Transportation Enhancement Program funding. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

ADMINISTRATIVE OFFICER REPORT

A. Saline Wetland Conservation Plan (Adoption on July 15, 2003)

Dave Johnson, Deputy County Attorney, appeared and said the Saline Wetland Conservation Plan does not reflect an obligation on the part of the County.

Genrich said the plan defines general strategy rather than the partners' responsibilities.

The Board scheduled action on the July 15, 2003 Board of Commissioners Meeting agenda.

ADDITIONS TO THE AGENDA

B. Comprehensive Plan Amendment Procedure

The Board will hold a Joint Board of Commissioners/City Council Public Hearing Regarding Comprehensive Plan Amendments later in the day and will take action at July 15, 2003 Board of Commissioners Meeting to direct the County Attorney's Office to prepare resolutions with regards to the amendments.

Hudkins asked whether a last minute change could be made to incorporate 60 feet of right-of-way on all county roads.

Mike DeKalb, Planning Department, appeared and recommended that the Board: 1) Ask the County Engineer to revise his standards to require 60 feet of right-of-way; 2) Direct Staff to request 60 feet of right-of-way in conformance with the County Engineer's new standards; and 3) Request a Comprehensive Plan amendment independent of the Comprehensive Plan packaging process.

8 LOCAL LAW ENFORCEMENT BLOCK GRANT - Terry Wagner, Lancaster County Sheriff

Terry Wagner, Lancaster County Sheriff, said the Lincoln Police Department plans to apply for a Bureau of Justice Assistance Local Law Enforcement Block Grant naming the Sheriff's Office as the disparate agency (Exhibit C). He said the total amount of the grant is \$187,260 and said \$62,462 will be available for the Sheriff's Office (10% County match required).

Stevens asked Wagner whether he budgeted the match amount.

Wagner said he did not.

Stevens asked Wagner to check whether the grant funds could be used to purchase vehicles.

MOTION: Hudkins moved and Stevens seconded to authorize the Chair to sign the Local Law Enforcement Block Grant application. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

9 AIR POLLUTION PROGRAM - Scott Holmes, Lincoln-Lancaster County Health Department Environmental Health Division Chief; Rick Thorson, Assistant Chief

Scott Holmes, Lincoln-Lancaster County Health Department Environmental Health Division Chief, and Rick Thorson, Assistant Chief, reviewed proposed changes to the Lincoln-Lancaster County Air Pollution Program Regulations & Standards (Exhibit D). The changes will: 1) Update current regulations by including recent changes in Nebraska and Environmental Protection Agency (EPA) air quality requirements; 2) Require registry of emergency electrical generators operated in commercial, industrial and institutional facilities; and 3) Provide a streamlined construction permit process for operators of emergency electrical generators who wish to participate in a special Power Purchase Program established by Lincoln Electric System (LES).

10 LABOR NEGOTIATIONS & PENDING LITIGATION - Georgia Glass, Personnel Director; John Cripe, Classification and Pay Manager; Diane Carlson, Deputy County Attorney

The pending litigation matter was dropped from the agenda.

MOTION: Hudkins moved and Workman seconded to enter Executive Session at 11:08 a.m. for discussion of labor negotiations. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

MOTION: Schorr moved and Workman seconded to exit Executive Session at 11:32 a.m. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

11 SALARY INCREASE FOR UNREPRESENTED EMPLOYEES - Georgia Glass, Personnel Director

The Board briefly discussed a salary increase for unrepresented employees and whether to reinstate Post Employment Health Plan (PEHP) contributions for those employees. The item was held for one week and discussion of labor negotiations was scheduled on the July 15, 2003 Board of Commissioners Meeting agenda.

12 WORKSTATIONS AT TRABERT HALL FOR INTEGRATED CARE COORDINATION UNIT (ICCU) CONTRACT - Renee' Dozier, Families First & Foremost (F³) Associate Director

Renee' Dozier, Families First & Foremost (F³) Associate Director, requested authorization to proceed with purchase of workstations for the Integrated Care Coordination Unit (ICCU), out of the ICCU budget.

There was consensus to approve the request.

Dozier noted that there may be additional construction costs.

The Board directed Dozier to refer the matter to Don Killeen, County Property Manager.

THE BOARD RECESSED THE MEETING FROM 12:30 - 1:30 P.M.

13 ROUNDTABLE DISCUSSION REGARDING JUVENILE AND ADULT JUSTICE SYSTEM SERVICES - Kit Boesch, Human Services Administrator; Mike Thurber, Corrections Director; Gary Lacey, County Attorney; Dennis Keefe, Public Defender; Dennis Banks, Lancaster County Juvenile Detention Center Director; Kim Etherton, Community Corrections Director; Gus Hitz, Youth Assessment Center Director; Terry Wagner, Lancaster County Sheriff; Tom Casady, Lincoln Police Chief; Lori Griggs, Juvenile Probation Administrator; Steve Rowoldt, Chief Probation Officer; Peggy Gentles, Judicial Administrator for Lancaster County Court; Renee' Dozier, Families First & Foremost (F³) Associate Director; Priscella Guerra, Lancaster County Adult Drug Court Coordinator; Scott Carlson, Lancaster County Juvenile Drug Court Coordinator; Corey Steele, Juvenile Detention Expediter; County Court Judge Laurie Yardley; John McQuinn, Chief Assistant City Attorney; Jim Blue, Cedars Youth Services Executive Director

Kit Boesch, Human Services Administrator, gave an overview of Growth of Human Services/Criminal Justice Activities Since 1980 (Exhibit E).

Discussion took place regarding a reorganization plan involving human services and Lancaster County's juvenile and adult criminal justice systems (see agenda packet). Suggestions included:

- * Create a "clearinghouse" for grants and new programs
- * Greater judiciary involvement
- * Enhance and empower the existing Juvenile and Adult Justice Councils
- * Have the Chief Administrative Officer or Deputy Chief Administrative Officer represent the Board on the Juvenile and Adult Justice Councils
- * Create a new position within the Human Services Department, separating juvenile and adult functions
- * Coordination under the Chief Administrative Officer

ADDITIONS TO THE AGENDA

- A. Hiring Request from County Attorney (Exhibit A)

MOTION: Workman moved and Stevens seconded approval. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

14 ACTION ITEMS

- A. Microcomputer Request C#2003-233, \$2,942.10 from the Juvenile Probation Budget for Thirteen (13) Microsoft Windows XP Upgrades

MOTION: Workman moved and Stevens seconded approval. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

- B. Payment of Entry Fees for "Winning with Wellness"

MOTION: Hudkins moved and Stevens seconded approval. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

- C. Inclusion of Wellness Newsletter with July 17, 2003 Paychecks (Exhibit F)

MOTION: Stevens moved and Hudkins seconded approval. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

- D. Application for Long-Term Disability Policy (Sheriff Deputies Included)

MOTION: Workman moved and Schorr seconded approval. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

- E. Furnishing Request from Community Corrections (\$12,427.60)

Gwen Thorpe, Deputy Chief Administrative Officer, said surplus furniture will be used if appropriate. She said wiring costs will be assessed to the Public Building Commission which will reduce the request.

MOTION: Workman moved and Hudkins seconded approval of the request, with the understanding that wiring costs are a Public Building Commission expense. Hudkins, Workman, Schorr, Stevens and Heier voted aye. Motion carried.

- F. Letter to Nebraska Jail Standards Board

The Board reviewed the letter draft (see agenda packet).

MOTION: Hudkins moved and Schorr seconded approval. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

- G. Hiring Requests from Community Mental Health Center:
 1. Two (2) Emergency Service Workers
 2. One (1) Mental Health Specialist

MOTION: Stevens moved and Schorr seconded approval. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

- H. Correction of Clerical Error on Contract C-03-0353

MOTION: Workman moved and Stevens seconded approval. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

15 ADMINISTRATIVE OFFICER REPORT

- A. Saline Wetland Conservation Plan (Adoption on July 15, 2003)

Item moved forward on the agenda.

- B. Indigent Screener

Item dropped from the agenda.

- C. Reappointment of Commissioner Hudkins to the Lincoln-Lancaster County Public Building Commission

MOTION: Stevens moved and Workman seconded approval. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

- D. Joint Receptionist for County Board and City Council and Modification of Workstation for County Board Secretary

The Board reviewed plans for the joint reception area and County Board Secretary's workstation (see agenda packet).

MOTION: Hudkins moved and Workman seconded to authorize Kerry Eagan, Chief Administrative Officer, and Cori Beattie, County Board Administrative Secretary, to secure a surplus panel extension for Beattie's workstation and to proceed with plans, as outlined. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

- E. Entertainment Study Update

Eagan said the group discussed what the Request for Proposals (RFP) should look like.

- F. Pension Update

Eagan reported recommendations from the Pension Review Committee regarding a Small Cap Growth Fund and informational meetings for county employees (see agenda packet).

Eagan also distributed a revised copy of Lancaster County Morningstar Style Boxes, Cash & Balanced Funds (Exhibit G).

MOTION: Stevens moved and Workman seconded to adopt the recommendations from the Pension Review Committee. Workman, Schorr, Heier, Stevens and Workman voted aye. Motion carried.

Eagan reported that Don Thomas, County Engineer, has resigned from the Pension Review Committee.

Hudkins suggested that Terry Wagner, Lancaster County Sheriff, be asked to serve.

- G. Letter from the Appleseed Center for Law in the Public Interest

Regarding Lancaster County General Assistance (GA) Program
Procedures

MOTION: Schorr moved and Stevens seconded to send a letter of response to the Appleseed Center for Law in the Public Interest indicating that the pre-screening process does not prohibit anyone from filing an application for General Assistance. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

H. Letter from Lincoln Airport Authority Regarding Grant Application to Small Community Air Service Development Program (U.S. Department of Transportation)

MOTION: Stevens moved and Workman seconded approval. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

I. Invitation to Press for Food Drive Barbecue on July 11, 2003 (Exhibit H)

MOTION: Workman moved and Schorr seconded approval. Workman, Heier, Schorr, Stevens and Hudkins voted aye. Motion carried.

J. Request for Proposals (RFP) for Shelving at Records Center

Eagan said the original estimate of \$9,340 was based on incorrect measurements and said the cost could double.

MOTION: Workman moved and Hudkins seconded to allow \$9,340 for shelving this year, with an option for additional shelving next year. Hudkins, Stevens, Schorr, Heier and Workman voted aye. Motion carried.

K. Appointment of Dan Marvin to the Lincoln-Lancaster County Planning Commission

The Board scheduled a Staff Meeting immediately following the County Board of Commissioners Meeting on July 15, 2003 to allow for an opportunity to meet with Dan Marvin.

The Chair and Vice Chair will inform the Mayor that the Board would like to meet with Planning Commission nominees before their appointment.

L. Request from Lincoln-Lancaster County Ecological Advisory Committee to Have a Page on County Website

The Board reviewed a request from the Lincoln-Lancaster County Ecological Advisory Committee to list their bylaws, mission statement and members and a link to the Historic and Ecological Resources Survey and Lancaster County Natural Resources Trend Data and Sustainability Indicator Reports.

MOTION: Workman moved and Hudkins seconded to deny the request. Workman, Heier, Schorr and Hudkins voted aye. Stevens voted no. Motion carried.

M. Request to Set City-County Common Meeting on July 24, 2003 from 1:00 to 3:00 p.m.

The Board approved the request.

16 ADJOURNMENT

MOTION: Workman moved and Schorr seconded to adjourn the meeting at 3:15 p.m. Hudkins, Schorr, Stevens, Heier and Workman voted aye. Motion carried.

Bruce Medcalf
Lancaster County Clerk